

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE:	ARCHIVES SUPERVISOR
CLASS CODE:	3068
FLSA STATUS:	NON-EXEMPT
SUPERVISORY STATUS:	SUPERVISOR
EFFECTIVE DATE:	4/28/2010 (Revised 4/25/2008 version)
DEPARTMENT:	RECORDER

JOB SUMMARY

Under general supervision of the elected County Recorder, supervises the records management function including scanning, filming, proofing, film processing, and maintenance of stored records in various forms. Supervises County archive activities and serves as County Records Officer.

ESSENTIAL FUNCTIONS

- Supervises Records Management personnel including providing training, proofing work, and conducting performance appraisals.

- Teaches disaster preparedness procedures in conjunction with the Utah County Risk Management Committee.

- Conducts records management training and maintains records management system including digital data to ensure proper use, storage, and disposal of records by County departments.

- Attends records management training provided by Utah State Archives Department.

- Ensures accuracy, authenticity, and quality of records produced from scanning and filming.

- Oversees and maintains an accurate computerized inventory of documents at the records center pertaining to storage, life cycle, retention, classification, identification, destruction dates, and shredding of County records.

- Prepares annual budget for the division; enters and tracks purchase orders.

- Maintains inventory of equipment and supplies.

- Oversees cleaning and maintenance of all equipment; processes maintenance agreements.

- Supervises the retrieval, copying, and refiling of requested documents; assists other departments and the public by researching and providing information and documentation of records when requested.

- Remains current on laws, procedures, and practices pertaining to the retention and disposition of public records.

- Uses and trains others to use a variety of technical equipment including multiple scanners, archive writers, and computer disc burners.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: modern office practices and procedures; Government Records Access Management Act (GRAMA) and other laws, standards, and policies related to record management; mechanical applications; procedures relating to records preservation; chemical applications; supervisory techniques.

Skill in: reading, writing, and basic math and bookkeeping; word processing and basic computer programs; creating documents and basic spreadsheets; operating scanners, archive writers, CD burners, film duplicating, developing, and processing equipment as well as standard office equipment; photography and micro-photography; contingency planning.

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Ability to: maintain cooperative working relationships with those contacted in the course of work activities; communicate effectively verbally and in writing; coordinate multiple tasks efficiently; supervise and train others; make effective presentations.

PHYSICAL DEMANDS

Frequently: sits at a desk or table; walks, stands, or stoops.

Regularly: lifts or otherwise moves objects weighing up to 50 pounds; ascends or descends ladders; uses tools or equipment requiring a high degree of dexterity; drives a motor vehicle; works for sustained periods of time maintaining concentrated attention to detail; distinguishes between shades of black and white contrast.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in environmentally controlled and partially environmentally controlled rooms. Work exposes incumbent to hazardous chemicals. Work requires the use of protective devices such as earplugs, masks, gloves, and back supporters. Work occasionally exposes incumbent to noise during shredding.

EDUCATION AND EXPERIENCE

High school diploma or equivalent and five (5) years of complex clerical, photo processing, inventory, or library etc. work experience of which a minimum of two (2) years is directly related records management work experience. Equivalent combinations of education and experience may also be considered. Preference may be given to applicants with lead or supervisory experience.

LICENSING AND CERTIFICATION

Applicant must possess a current driver's license and obtain a valid State of Utah drivers license within 60 days of employment.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.